

## Surveyor

### DESCRIPTION OF MAJOR SERVICES

The services provided by the Surveyor Division include promoting and ensuring that sound surveying practices are utilized for project development in the county and ensuring that maps and plans conform to the conditions of approval, local ordinances, standards for development and state laws. The Surveyor Division is composed of two functions: office mapping and field survey services. The office mapping section is responsible for the review of subdivision maps as prescribed by state law, preparation of legal descriptions and maps for other county departments, and assisting the public in matters relating to land boundaries. The field section performs boundary and construction surveys primarily for other county departments and is responsible for perpetuation of controlling survey monuments.

### BUDGET AND WORKLOAD HISTORY

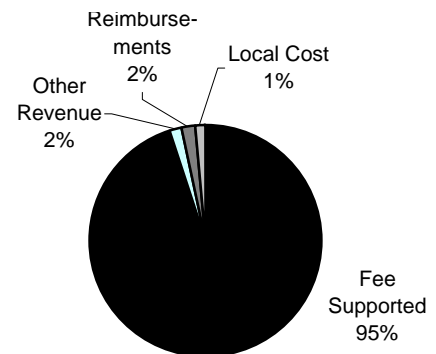
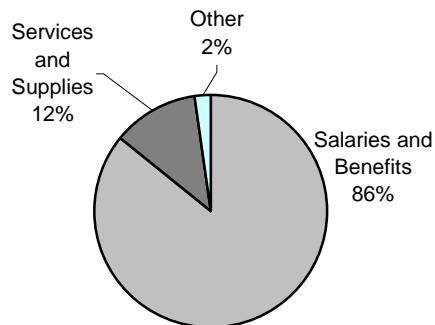
	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	2,428,905	3,310,588	3,291,928	3,613,235
Departmental Revenue	2,480,789	3,310,588	3,067,929	3,563,358
Local Cost	(51,884)	-	223,999	49,877
Budgeted Staffing		39.4		42.4

#### Workload Indicators

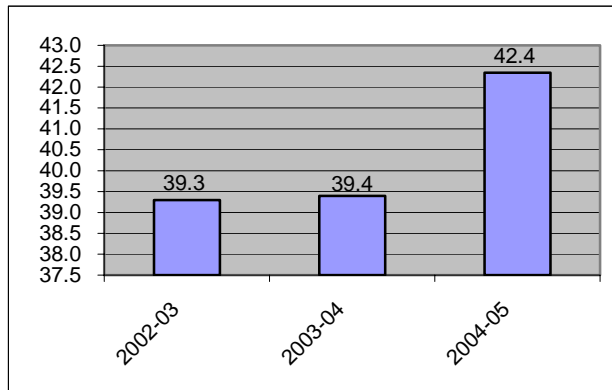
Final Maps	14	10	28	28
Parcel Maps	42	47	101	110
Records of Survey	194	160	270	270
Corner Records	1,048	800	1,259	1,500

The Workload Indicators are increasing for 2004/05 due to the level of building and new development occurring in the county that results in additional map reviews.

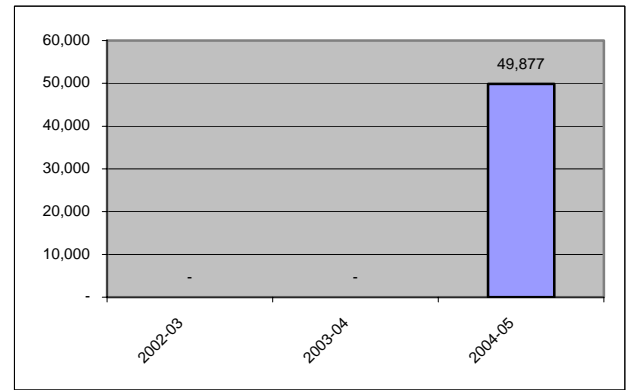
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



**GROUP:** Econ Dev/Public Svc  
**DEPARTMENT:** Public Works - Surveyor  
**FUND:** General

**BUDGET UNIT:** AAA SVR  
**FUNCTION:** Public Protection  
**ACTIVITY:** Other Protection

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	2,558,190	2,767,422	2,961,778	180,557	3,142,335
Services and Supplies	666,470	445,814	452,334	(9,510)	442,824
Central Computer	12,978	12,978	18,375	-	18,375
Equipment	71,204	84,900	84,900	(61,900)	23,000
Transfers	49,767	67,638	67,638	(9,003)	58,635
Total Exp Authority	3,358,609	3,378,752	3,585,025	100,144	3,685,169
Reimbursements	(66,681)	(68,164)	(68,164)	(3,770)	(71,934)
Total Appropriation	3,291,928	3,310,588	3,516,861	96,374	3,613,235
<b>Departmental Revenue</b>					
Current Services	3,001,411	3,269,288	3,475,561	27,797	3,503,358
Other Revenue	66,518	41,300	41,300	18,700	60,000
Total Revenue	3,067,929	3,310,588	3,516,861	46,497	3,563,358
Local Cost	223,999	-	-	49,877	49,877
Budgeted Staffing		39.4	39.4	3.0	42.4

**DEPARTMENT:** Public Works - Surveyor  
**FUND:** General  
**BUDGET UNIT:** AAA SVR

**SCHEDULE A**

**MAJOR CHANGES TO THE BUDGET**

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>39.4</b>	<b>3,310,588</b>	<b>3,310,588</b>	<b>-</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	186,616	186,616	-
Internal Service Fund Adjustments	-	11,917	11,917	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>198,533</b>	<b>198,533</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	7,740	7,740	-
<b>Subtotal</b>	<b>-</b>	<b>7,740</b>	<b>7,740</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>39.4</b>	<b>3,516,861</b>	<b>3,516,861</b>	<b>-</b>
<b>Board Approved Changes to Base Budget</b>	<b>3.0</b>	<b>96,374</b>	<b>46,497</b>	<b>49,877</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>42.4</b>	<b>3,613,235</b>	<b>3,563,358</b>	<b>49,877</b>



DEPARTMENT: Public Works - Surveyor  
 FUND: General  
 BUDGET UNIT: AAA SVR

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits	3.0	180,557	-	180,557
* Add 1.0 Engineering Tech II (\$53,710) and 1.0 Engineering Tech III (\$59,251) to assist with workload demands in order to meet state mandated time frames. * Add 0.4 extra help Engineering Technician V (\$27,103) to allow retiring individual who is skilled in GIS technology to complete the development phase of the GIS Parcel Basemap. * Reduced step advancement costs by \$9,384.  <b>** Final Budget Adjustment - Board approved Policy Item increased appropriations by \$49,877 and budgeted staff by 0.6 to assist with the on-going maintenance of the GIS Parcel Basemap.</b>				
2. Services and Supplies		(9,510)	-	(9,510)
A number of adjustments to various services and supplies results in an overall net decrease.				
3. Equipment	-	(61,900)	-	(61,900)
* Reduced appropriations for a Topcon Total Station unit (\$39,000) and Global Positioning System units (\$45,900) purchased in FY 2003-04. * The Surveyor plans to purchase a companion Global Positioning System base unit for \$23,000 in FY 2004-05.				
4. Transfers	-	(9,003)	-	(9,003)
Decrease due to reduced computer services charges anticipated for FY 2004-05.				
5. Reimbursements	-	(3,770)	-	(3,770)
Increased reimbursements from the Public Works Department/Transportation Division for services performed by the Surveyor. This increase is primarily due to MOU salary and benefit adjustments.				
6. Current Services Revenue	-	-	27,797	(27,797)
* Increase of \$114,478 for the review of subdivision maps, preparation of legal descriptions and maps, and processing Offers of Dedications/Easements. This increase, which is based on current year-end estimates, includes \$40,000 of new revenue from the Metropolitan Water District for review of official maps. * Increased revenue from field surveys (\$18,771) based upon requests from other county departments. * Reduced available financing of \$105,452 from the Information Services Department for quality control and establishment of survey control points related to the development phase of the GIS Parcel Basemap.				
7. Other Revenue	-	-	18,700	(18,700)
Increased revenues from taxable and other sales to the public based upon prior year actual revenues and current year-end estimates.				
<b>Total</b>	<b>3.0</b>	<b>96,374</b>	<b>46,497</b>	<b>49,877</b>

**\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**

